

## Hillsborough Township School District

### JOB DESCRIPTION

**Title:** Elementary Teacher

**Qualifications:** Holds or is eligible for a New Jersey Instructional Certificate with appropriate endorsement.

**Primary Function:** Instructs assigned pupils in accordance with curriculum adopted by the Board of Education.

**Report Level:** Principal

**Major Duties and Responsibilities:**

1. Demonstrates competence in subject field(s) assigned.
2. Provides activities and experiences to meet the needs, interests and abilities of students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
4. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
5. Assesses the academic and behavioral status of students on a regular basis and provides progress reports as required.
6. Participates in identifying and meeting pupil needs in cooperation with other professional staff members.
7. Establishes and maintains, with the support of administrators, standards of pupil behavior appropriate to the activity.
8. Maintains professional competence through participation in inservice education activities provided by the district and/or self-selected professional growth activities.
9. Attends staff meetings and serves on staff committees as required.
10. Prepares for classes assigned and develops general lesson plans related to established curriculum goals.
11. Takes reasonable precautions to protect students, equipment, materials and facilities.
12. Maintains accurate and complete records as required by law, district policy and administrative regulations.
13. Makes a reasonable effort to cooperate professionally with other members of the staff.
14. Assists in the selection of books, equipment and other instructional materials.

Terms of Employment: In accordance with negotiated agreement.

Evaluation: In accordance with Board of Education policy.

Approved: 11/17/2008

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